

(CLASSIFICATION)

Executive Registry

63-9342

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-330

Date

18 DEC 1963

TO : Deputy Director (Support)

ATTENTION: Director of Personnel

SUBJECT : Personnel Ceilings

## REFERENCE:

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1. The Director of Communications and the Director of the National Photographic Interpretation Center have been advised that personnel ceilings for their components have been reduced to [ ] respectively. Revised FY 1964 ceilings for other offices of the Agency are being developed by the Office of Budget, Program Analysis and Manpower, and will be allocated as quickly as possible.

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2. I understand that the Agency has firm commitments to employ 76 new professionals. The entry on-duty of these employees is authorized. In addition, clerical personnel to whom commitments have been made through January 1964, and the January class of Junior Officer Trainees, may be brought aboard. No other EODs will be permitted until further notice.

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3. The Director of Personnel will submit promptly to the Office of Budget, Program Analysis and Manpower, for my review, an estimate of minimum Agency clerical needs over the next 12 months within existing year-end totals for FY 1965 of [ ]. It is appreciated that such a forecast will necessarily be only a rough guide at this point, pending more precise information on program adjustments. An interim reply, however, will be helpful in formulating Agency policy on clerical recruitment and EOD levels for the remainder of FY 1964 and for FY 1965.

4. On the question of JOT ceilings, I have instructed the Manpower Control Officer to meet as soon as possible with representatives of the Offices of Personnel and Training in order to determine the minimum JOT requirements for FY 1964 and FY 1965 and to identify the resultant adjustment in T/O and dollar costs.

(signed) Lyman B. Kirkpatrick

O/BPAM/PHH/kfh (17 Dec 63)  
SUSPENSE DATE:LYMAN KIRKPATRICK  
Executive Director-Comptroller

Orig and 1 - Addressee

1 - DD/S

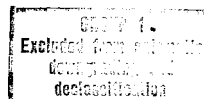
1 - Exec. Reg

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ans. by ER63/9342/1, 26 Dec 63